



State of Vermont
Finance & Administration
Contract Administration
One National Life Drive
Montpelier, VT 05633-5001
vtrans.vermont.gov

Agency of Transportation

[phone] 802-828-2641
[fax] 802-828-5545

October 23, 2015

RE: Request for Proposals (RFP) – Highway Resurfacing Engineering Services - 2015

The State of Vermont, acting through the Agency of Transportation (VTrans), is seeking consultant services to assist in the development of resurfacing, rehabilitation, and preventative maintenance transportation projects. The selected consultants, hereinafter referred to as the Consultant, shall be responsible for performing a variety of assignments including, but not limited to, engineering, project administration, design, hydraulic analysis, environmental permitting, survey, geotechnical evaluation, Right-of-Way (ROW) services, utility relocation services, and advertisement and bidding services during all phases of a project, from project definition through construction. The types of services required will be in accordance with the “Vermont Agency of Transportation Project Development Process” or as directed by the VTrans Project Manager (VPM).

All work will be accomplished in accordance with the following:

- Scope of Work (SOW), dated August 28, 2015;
- Procedures for Selecting Contractors and Specifications for Contractor Services document including Customary State Contract Provisions, dated August 28, 2008, Revised December 29, 2008;
- Standard State Provisions For Architect/Engineer Professional Service Agreements
- General Special Provisions dated November 22, 2011; and
- Revised Standard State Provisions for Contracts and Grants dated September 1, 2015

all of which are attached hereto.

All questions or requests for clarification related to this RFP shall be forwarded to the VTrans Point of Contact at:

Bonnie Sanders, Contracts Specialist IV
Agency of Transportation, Contract Administration
1 National Life Drive
Montpelier, VT 05633-5001

OR

e-mail to Bonnie.Sanders@vermont.gov Subject: Highway Resurfacing Engineering Services – 2015

OR

Faxed to (802) 828-5545 Bonnie Sanders Subject: Highway Resurfacing Engineering Services – 2015

All such questions and requests shall be in writing to the addresses above and **no later than Wednesday, November 4, 2015**. VTrans will not be bound by any oral communications. All questions or requests for clarification received will be documented and answered after this date.

Communication with other VTrans personnel regarding this RFP is prohibited and may result in the rejection of your proposal.

VTrans intends to select up to ten (10) consultants to perform the services covered in the SOW and will enter into contracts covering a three-year period with the option to extend one or more contracts for an additional two-year period to complete existing assignments or assign new work. It is the intention of VTrans to contract with Consultants with the capacity to meet our needs.

Payment for each assignment will be based on the consultant's actual cost plus fixed fee or a firm fixed price. The maximum limiting amount for each contract will range from \$1,000,000 upward. The maximum limiting amount will vary in accordance with resources available including the number of available qualified staff dedicated to the contract, as proposed and/or established during negotiations. Award of a contract does not guarantee payment of the entire maximum limiting amount. Assurance that qualified staff will be available and dedicated to the contract will be required. The consultant(s) will provide these services on a project-by-project basis as the need for the services arise.

Future growth of a firm resulting in additional resources or qualified staff that will be dedicated to the contract may result in an increase of the maximum limiting amount. A reduction in resources or qualified staff dedicated to the contract as originally proposed may result in a decrease of the maximum limiting amount.

Once under contract, VTrans will negotiate the labor classification and hours proposed for each work assignment that is considered to be fair and reasonable to VTrans. Payment for specific work assignments under this contract will utilize an actual cost plus fixed fee structure or a firm fixed price. VTrans will indicate the proposed payment structure when requesting an estimate. If a satisfactory cost cannot be negotiated for a specific assignment, VTrans retains the right to negotiate with another consultant under contract for these services.

VTrans may use several methods for determining and distributing work assignments to contracted consultants. When a work assignment is solicited to two or more firms, selection will be based on such factors as the number of hours proposed for the work assignment, the specific approach proposed for the work assignment, the availability of key personnel to be assigned to the work assignment and the proposed schedule and cost for completion of work assignment.

It is the intent of VTrans to select consultants for this work based on the highest ranked technical proposals in accordance with the Brooks Act. After selection, VTrans will negotiate retainer contracts that are considered to be fair and reasonable to VTrans. Based on the initial proposal, award may be made without negotiation. If negotiations are not satisfactory for a retainer contract, VTrans retains the right to negotiate with another proposer. Cost and financial information will not be reviewed until selections are made.

All consultant proposals, excluding financial information, become public record and are available for public review and inspection upon execution of the contract. The contents of the successful consultant's proposal, as accepted by VTrans, will become part of the contract awarded as a result of this process.

In the event that it becomes necessary to revise, modify, clarify, or otherwise alter this RFP, including VTrans responses to questions and requests for clarification, such modification shall be in the form of a written RFP Change. Any such RFP Change shall be posted to the VTrans FTP site.

IT SHALL BE THE CONSULTANT'S RESPONSIBILITY TO MAKE INQUIRY TO, AND TO OBTAIN THE RFP CHANGES ISSUED, IF ANY.

In order to be considered responsive to this RFP, each consultant shall conform to the following requirements:

1. Required Information for the Technical Proposal

- A. Submit One (1) envelope, or package containing 1 CD or DVD holding an electronic copy of the technical proposal and Eight (8) bound printed copies of the technical proposal.
- B. The technical proposal shall be clear and concise, not exceeding a maximum of twenty five (25), double-sided pages, the pages shall be 8 ½" x 11" in size, and shall be printed in a size twelve (12) (times new roman) font or greater. The proposal **must** be single-sided. The pages shall be numbered consecutively, exclusive of resumes' and the appendix labeled Quality Control Plan (QCP).
- C. In order to assist in the evaluation process, technical proposals shall include the following information organized as presented below. Within the tabbed sections the Consultant shall address the evaluation criteria set forth in this RFP, include a detailed description of the firm's understanding of the SOW, and detail the firm's capabilities to perform such work.
- D. Cover Letter. The cover letter will not count as part of the 20 page limit providing it does not contain information that is required in the RFP
- E. General Firm Information. In a tabbed and labeled section please provide the following elements.
 - 1. Introduction to Consultant Firm - Consultants shall provide the following information relative to their firm. Similar information must be provided for each sub-consultant. Sub-consultant roles should be clearly defined.
 - a. Firm name and business address, including telephone number and email contact.

b. Year firm was established. Include former firm names and years established if applicable.

2. Qualification and Experience of Firm - This section shall detail the Consultant firm's previous experience relating specifically to asset, risk and performance management pertaining to transportation or similar entities. This section should detail any spatiality services or areas of expertise.
3. Organization Chart - Submission shall include a one page organizational chart of the consultant team that notes the name and title of key individuals that are proposed to manage or perform tasks. The Organization's Chart will not be counted as part of the twenty five (25) page limit.
4. Availability Chart - Detail the availability of each key staff member (as identified in organizational chart) to devote to VTrans projects, taking into consideration their other project commitments. The Availability Chart will be counted as part of the twenty five (25) page limit.

F. Resumes

Provide in a tabbed and labeled section resumes of key personnel, identified above, expected to manage or perform tasks assigned under these contracts. Each resume shall be limited to One (1) page focusing on the services to be provided. Include on each resume the number of years the individual has been employed with the firm. The resume section will not be counted as part of the twenty five (25) page limit.

G. Quality Control Plan

Provide, in a tabbed and labeled section, a copy of the current Quality Control Plan that will be utilized for these work assignments. The Quality Control Plan will not be counted as part of the twenty five (25) page limit.

- H. The technical proposal shall also identify any sub-consultant firms expected to be used under the contract. Consultants shall include substantial details, as described in the Sections above, regarding the qualifications of personnel for any sub-consultants that are expected to be employed under the contract. The sub-consultant information shall be included within the tabbed sections listed above.

For sub-consultants not named in the proposal, submittal of sub-consultant personnel will require written approval by VTrans prior to the sub-consultant performing any work on assignments under this contract.

The successful Consultant will have fully executed sub-agreements in place for each sub-consultant prior to the sub-consultant performing any work on assignments under this contract, in accordance with the same requirements of the Consultant's contract.

- I. Complete and return the Consultant and Sub-Consultant Information sheets indicating the names and contact information for your company and all sub-consultants. The Consultant and Sub-Consultant Information sheets will not be counted as part of the twenty five (25) page limit.
- J. The technical proposals will be evaluated considering the following criteria:

CRITERIA	POINTS
1. Qualifications and experience of the consultant team	20
2. Demonstrated experience with pavement resurfacing, rehabilitation, and preventative maintenance design and engineering.	20
3. Demonstrated experience with roadway, intersection, traffic, and/or safety-related design and engineering.	10
4. Demonstrated innovation on projects and assignments similar to those types listed in the SOW. Ability to be resourceful, flexible, and adaptable to new initiatives aimed at reducing the time it takes to deliver projects in design and construction.	5
5. Demonstrated experience related to the development and implementation of regional and/or project specific traffic control plans, traffic management plans, and associated traffic modeling.	10
6. Commitment of resources and staff shown on the organizational chart to complete projects and assignments outlined in the scope of work	10
7. Demonstrated and documented commitment to quality.	10
8. Experience with VTrans and similar entities. Knowledge of VTrans Transportation systems and overall performance goals.	10
9. Responsiveness to RFP requirements. Quality and clarity of proposal.	5
Maximum Points	100

K. If the consultant intends to utilize the services of a sub-consultant(s), the following should be accomplished:

- 1) Please be aware that all sub-consultants utilized in the performance of this contract must be registered with the Secretary of State to do business in the State of Vermont prior to beginning work.
- 2) The successful consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.
- 3) For sub-consultants not named in the proposal, prior approval is required by VTrans prior to the sub-consultant performing any work on assignments under this contract.
- 4) The successful consultant will have fully executed sub-agreements for each sub-consultant not named in the proposal in place prior to the sub-consultant performing any work on assignments under this contract.
- 5) Before commencing work each sub-consultant must provide certificates of insurance to show that the required minimum coverages are in effect. It is the responsibility of the sub-consultant to maintain current certificates of insurance on file with the Consultant through the term of the sub-agreement.

2. Required Information for the Cost Proposal:

- A. Submit one (1) SEALED envelope, or package, containing four (4) paper copies of the cost proposal.
- B. Provide in the cost proposal hourly and overtime (as appropriate) rates per classification, for providing the necessary services as specified in the attached SOW. If there are multiple individuals in a classification please calculate one rate per classification. The classifications should be consistent with the information provided in your technical proposal.

Example:

Classification	Direct Rate	Overhead Rate 125%	Profit (10%)	Total	Overtime Premium	Overtime Total
Biologist	\$40.00	\$60.00	\$8.00	\$108.00	n/a	\$108.00
Archaeologist	\$32.50	\$48.75	\$6.50	\$ 87.75	\$16.25	\$104.00
Technician	\$20.00	\$30.00	\$4.00	\$ 54.00	\$10.00	\$64.00

This is only an example.

Please use the classifications and rates you are proposing for work on this contract.

For sub-consultants named in the proposal, include labor cost information by classification for all sub-consultant personnel.

- C. In addition, please provide rates for items such as equipment rental and other items deemed pertinent to this work.
- D. Premium overtime rates apply only to hours in excess of 40 hours on State projects in one week. Overtime rates will not be allowed unless prior written authorization is obtained from VTrans.
- E. *For Actual Cost plus Fixed Fee assignments only:* Meals will be reimbursed at actual cost up to the maximum State rates. Mileage will be reimbursed at State Rates except that mileage reimbursement may be increased for crew vehicles if the consultant can document higher rates based on past company records or audited rates. **Please be aware that the mid-day meal is not eligible for reimbursement unless an overnight stay is required.** Lodging will be reimbursed at actual cost and on the basis of reasonable rates as determined by VTrans when such overnight lodging is authorized and required by VTrans.

For Fixed Fee assignments only: The State shall not be responsible for expenses of the Contractor.

- F. Any rates not outlined in the cost proposal will need to be approved in writing by VTrans prior to utilization or invoicing.

3. **Required Financial Information:**

Submit one (1) sealed envelope or package containing one copy of the required information:

A. Financial Information

- 1. A completed VTrans Form AF38 (revised 07/2015) for the consultant.
For this submittal the consultant shall complete Sections One and Three.
- 2. One (1) copy of the financial information for the consultant.
- 3. The financial information shall be current for cover a period ending no more than 18 months prior to the date the proposal is due.
- 4. In accordance with 23 USC § 112 information supplied in compliance with the above financial requirements will be considered confidential.

B. Break Down of Rates

1. Provide the current direct hourly rates for the key individuals who may be utilized under this agreement grouped by classification titles. The list of individuals should be consistent with the information provided in your technical proposal.
2. Please provide a breakdown of all rates by classification title including: direct rate, overhead rate, profit and total for the key personnel identified in the cost proposal.

Example:

Classification	Direct Rate	Overhead Rate 150%	Profit	Total	Overtime Premium	Overtime Total
Biologist	\$40.00	\$60.00	\$8.00	\$108.00	n/a	\$108.00
Archaeologist	\$32.50	\$48.75	\$6.50	\$ 87.75	\$16.25	\$104.00
Technician	\$20.00	\$30.00	\$4.00	\$ 54.00	\$10.00	\$64.00

*****This is only an example. Please use this format to present your information.***

3. VTrans considers profit as a negotiable item and caps the profit at 10%. Please notify all sub-consultant(s) of the 10% cap.
4. **If there are multiple individuals in a class of labor please calculate one rate per classification. Include an explanation and justification for the calculation method utilized in calculating that rate. These rates will not be used for reimbursement but will be used for the negotiations process.**
5. The total (fully burdened) rate provided in this section shall match the total (fully burdened) rate per class of labor as submitted in the Cost Proposal, Section 2.B. above.

4. Required Shipping Information

- A. Clearly indicate the following on the outside of the **sealed** envelope or package containing the technical proposals:
 - 1) Name and address of the prime consultant
 - 2) Due date and time (**11/13/15 - 2:00 p.m.**)
 - 3) “Highway Resurfacing Engineering Services - 2015”

- B. Submit the **sealed** envelope or package to the **Office of Contract Administration, Agency of Transportation, 1 National Life Drive, Montpelier, VT 05633-5001**, prior to **2:00 p.m., on Friday, November 13, 2015**.

5. Rejection Conditions

- A. VTrans reserves the right to reject any or all proposals received as a result of this RFP. A proposal may be rejected for one or more of the following reasons, or for any other reason deemed to be in the best interest of VTrans:
- 1) Failure of the consultant to adhere to one or more provisions of this RFP.
 - 2) Failure of the consultant to submit information required by this RFP.
 - 3) Failure of the consultant to follow generally accepted ethical and professional standards during the RFP process.
 - 4) Communications about this RFP with VTrans personnel other than those listed in this RFP.
 - 5) Technical proposals exceeding the page limit.
 - 6) Technical proposals that are not single-sided or wrong size paper and/or font used.

It is the intent of VTrans to select consultants for this work based on the highest ranked technical proposals in accordance with the Brooks Act. After selection, VTrans will negotiate retainer contracts that are considered to be fair and reasonable to VTrans. Based on the initial proposal, award may be made without negotiation. If negotiations are not satisfactory for a retainer contract, VTrans retains the right to negotiate with another proposer.

VTrans will negotiate the labor classification and hours proposed for each work assignment that is considered to be fair and reasonable to VTrans. Payment for specific work assignments under this contract will be cost plus fixed fee (using labor rates established during negotiations) or firm fixed price for smaller work assignments. If a satisfactory cost cannot be negotiated for a specific assignment, VTrans retains the right to negotiate with another consultant under contract for these services.

VTrans reserves the right to request and consider the opinions of any State and/or Federal Agency relative to the qualifications, capability and performance of any consulting firms and/or sub-consultants identified in responses to requests for proposals.

Each consultant awarded a contract shall, upon notification of award, apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered.

The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05609-1101. The telephone number is (800) 439-8683. VTrans will NOT execute the contract until the consultant is registered with the Secretary of State's Office. You may check the status of your registration at www.vtsosonline.com/online.

VTrans' current Disadvantaged Business Enterprise (DBE) Registry can be found on-line at <http://vtranscivilrights.vermont.gov/doing-business/dbe-center/directory>. VTrans' 2016-2018 Overall Goal for DBE participation on FHWA-funded projects is 6.46%.

If any consultant is aggrieved by the proposed award of the contract, the consultant may appeal in writing to the Chief of Contract Administration. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice to award the contract.

All proposals become the property of VTrans upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposing consultant. Unselected proposals may be destroyed or returned to the bidder at VTrans' discretion. VTrans reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this RFP in part or in its entirety if it is in the best interests of VTrans. This solicitation of proposals in no way obligates VTrans to award a contract.

Sincerely,
Bonnie Sanders
Contracts Specialist

Enclosures:

- Scope of Work dated August 28, 2014 with Appendices
- Procedures for Selecting Contractors and Specifications for Contractor Services, dated August 28, 2008, Revised December 29, 2008
- The General Special Provisions dated November 22, 2011
- The Standard State Provisions for Contracts and Grants dated September 1, 2015
- Standard State Provisions For Architect/Engineer Professional Service Agreements
- Consultant and Sub-Consultant Information